

ATTACHMENT 1

STATEMENT OF WORK
FOR
CMMI Support Documentation

SCOPE

This Statement of Work (SOW) defines the efforts required for the contractor to assist in the implementation of Capability Maturity Model Integration (CMMI) Level 2 and Level 3 practices, as a Consultant and Appraisal Services (perform both a pre-assessment and final Standard CMMI Appraisal Method for Process Improvement (SCAMPI) final rating.

BACKGROUND

The Naval Surface Warfare Center Dahlgren Division (NSWCDD) Code N82, Site Planning Agent (SPA) is responsible for supporting the Program Executive Office (PEO - Ships) with engineering technical analysis and support, with respect to combat system engineering for Aegis and other ship classes. Execution of SPA responsibilities is across multiple programs and multiple sites. Organizationally, N82 has developed a Requirements Management agreement with Sponsor and Customers for all software projects under their cognizance.

ASSESSMENT

The N82 organization is currently into the throes of developing our programs for implementation of CMMI Level 2 and 3 practices. A contractor is needed to assess the current capabilities of the N82 organization's programs; advise, provide guidance and recommendations for compliance; and, perform appraisal services for the organization. Additionally, the CMMI profile will be focused on determining the organizations capability to meet the intent of CMMI level 2 and 3 readiness for a Pre and Formal appraisals.

DELIVERABLES AND REPORTS

The contractor shall provide the following deliverables:

- a. Meetings and Consultation in an advisory capacity
 1. Review/discuss project plans:
 - a. Process Area's (PA) Handbooks
 - b. Supplier Agreement Management Plan
 - c. Quality Assurance Plan
 - d. Application Design Description

- b. Pre-appraisal assessment – As a minimum the following must be included:
1. CMMI documentation matrix
 2. documentation review to cover process documentation; shall cover organizational and project documentation:
 - documentation review (level 2 and 3)
 - interview of project managers
 - interview with practitioners
 - data consolidation
 - development of findings – reports
 - findings presentation - report
 3. Appraisal – Conduct a SCAMPI “A” Rating – As a minimum, the following must be included:
 - an appraisal plan (prior to start of onsite period)
 - appraisal team training
 - opening meeting presentation
 - interview packages
 - data collection and analysis
 - “draft findings” report
 - final consolidation and rating packages
 - findings – reports
 - final findings presentation

Delivery:

All items must be delivered no later than 15 September 2006.

Proposal Requirements:

Offeror shall provide a written proposal that outlines a plan for assisting NSW CDD N82 in implementing CMMI Level 2 and Level 3 practices by 30 September 2006. Specific data items must be identified. Interim payments will be incorporated if specific data items, delivery dates and prices are provided in the Offeror proposal. Sufficient information should be included to allow the Government to determine the offer that provides the best value to the Government.

Mandatory Requirements:

1 – The Offeror must be Certified by Software Engineering Institute (SEI) in conducting a Pre-Assessment and SCAMPI “A” rating.

Evaluation Criteria:

A best Value Award will be made based on the following evaluation criteria:

1- Technical Understanding

The Contractor shall be familiar with CMMI disciplines and knowledgeable in the four bodies of:

1. Systems engineering
2. Software engineering
3. Integrated product and process development
4. Supplier sourcing

The Contractor shall demonstrate an understanding of the requirements for technical capability to accomplish tasking under this order by providing an approach that has:

1. a focus on improving processes in an organization for one or more disciplines
2. a focus on selecting process areas as it relates to “best practices” for achieving goals
3. product integration
4. organizational focus and training
5. supplier agreement management

2- Past Performance and Prior Experience:

Previous experience providing similar support and products will be assessed and shall be identified by the Offeror to include past or current contracts (Federal, State, and Local governments and private organizations) for efforts similar to the Governments requirements.

3- Price

Limitation Factors:

CMMI efforts meets PEO-Ships sponsor’s requirements and target goal date of September 2006 and limitation of funds; order cannot exceed \$45K.